



**DEPARTMENT OF CORRECTIONS  
YOUTH COMMUNITY CORRECTIONS BUREAU  
POLICY**

Policy No.: YCC 1.3.16	Subject: <b>VOLUNTEER SERVICES</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 6
Section 3: Human Resources	
Applicable ACA Standards: 2-7019, 2-7223, 2-7224, 2-7225, 2-7226, 2-7227, 3-JCRF-1G-02, 3-JCRF-1G-03, 3-JCRF-1G-04, 3-JCRF-1G-05, 3-JCRF-1G-06, 3-JCRF-1G-07, 3-JCRF-1G-08, 3-JCRF-1G-09	Revision Date: 01-09-06, 11-06-06, 11-23-07, 10-10-08
Signature: /s/ Karen Duncan	
Signature: /s/ Steve Gibson	Effective Date: 05-15-03

**I. POLICY:**

It is the policy of the Youth Community Corrections (YCC) bureau to use volunteers to provide important ancillary services in its programs for the benefit of staff and offenders. This policy does not apply to persons designated to serve on boards or advisory councils. This policy will be reviewed annually and updated as needed.

**II. APPLICABILITY:**

All YCC facilities and programs

**III. DEFINITIONS:**

**Administrator** - the official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the division, facility or program operation and management

**Discharged Youth** - an individual who was previously under supervision of the Youth Services Division.

**External Posting** – an advertisement of a job opening outside the Department of Corrections.

**Mentor** - an adult person approved according to the Volunteer Policy (YCC 1.3.16) or be employed by a DOC contractor. Mentors may include, but not be limited to, educators, employers, counselors, church affiliates, relatives, or family friends who demonstrate pro-social qualities, and are committed to working with youth. The mentor may provide educational assistance, support, or motivation to youth on an individual or group basis.

**Non-compensated** – an intern who is unpaid and works solely for college credit or valuable work experience.

**Professional Service Volunteer** - an individual who provides a volunteer service that (by state law) requires a certificate or license such as an attorney, medical doctor or psychologist.

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**Volunteer** - any person who has been approved to provide services for Department programs without compensation, including non-compensated interns.

**Volunteer Coordinator** - a qualified Department employee responsible for organizing, monitoring, and managing volunteer programs for facilities or programs.

#### IV. PROCEDURAL GUIDELINES:

##### A. Application/Selection

1. Prospective volunteers will be required to complete a [Volunteer Application \[YCC 1.3.16 \(A\)\]](#).
2. A **criminal records check** will be conducted on all applicants.
3. An interview with the prospective volunteer will be conducted by the program/facility volunteer coordinator or designee.
4. The volunteer coordinator will recommend approval or denial of the volunteer to the YCC bureau chief based upon:
  - a. performance in training class;
  - b. background check;
  - c. application information; and/or,
  - d. interviews.
5. Any volunteer providing **professional services** must be certified or licensed for that practice, and must have written authorization of the YCC bureau chief.
6. Volunteers offering a **specific skill or educational background** for tutorial, pastoral, vocational, or other benefit will provide evidence or proper credentials indicating that they are qualified to perform these services at the time of application.

##### B. Eligibility

Any person of good character, at least eighteen years of age, and able to handle the responsibilities involved may be eligible to become a volunteer.

1. **Discharged offenders** may be accepted as volunteers, subject to the approval of the Department of Corrections' director using the same criteria for considering a discharged offender for a staff position.

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2. Volunteers must meet eligibility requirements and pass screening criteria prior to being approved. Eligibility requirements will include, but are not limited to, the following:
  - a. Must be 18 years of age or older, complete a Volunteer Application Form, and be approved by the division administrator or designee.
  - b. Complete and return a Volunteer Service Agreement and Volunteer's Confidentiality Agreement.
  - c. Must complete and sign an [Authorization to Release Information form \[YCC 60-14\(D\)\]](#) so a criminal background check can be completed on all volunteers to confirm that the individual is not currently under state or federal probation or parole supervision, wanted for a criminal offense, or has a criminal history that would warrant disqualification from participation in a Department volunteer program. Division administrator or designee determines disqualification.
  - d. Current Department employees must obtain the expressed, written permission of their supervisors before they are assigned or trained for volunteer positions.
  - e. A volunteer cannot be a member of the offender's immediate family unless authorized by the division administrator or designee.
  - f. A volunteer cannot be on the visiting list of an offender at the facility where they are volunteering.
  - g. Volunteers may not correspond with offenders unless pre-approved by the division administrator or designee. If approved, designated facility security and program staff will develop established procedure.
  - h. Discharged offenders may be accepted as volunteers on a case-by-case basis, subject to the approval of the Department director or designee, and in accordance with [DOC 1.3.4, Employee Selection Guidelines](#).
  - i. The relatives of offenders wishing to serve as volunteers must receive approval from the division administrator or designee.
  - j. Individuals may only act in the capacity of a professional service volunteer when they are certified or licensed to do so and only with the written approval of the division administrator or designee.

### **C. Training**

1. Volunteers must be trained on all rules, policies and procedures important to their respective functions, and will receive orientation specific to the area, program, or facility where they will provide services. Each program or facility will address the orientation and supervision of volunteers assigned to work with special classes of offenders, such as the mentally impaired or developmentally disabled.

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2. Volunteers must agree to abide by all rules, obligations, and written responsibilities by signing the [Volunteer Service Agreement \[YCC 1.3.16 \(B\)\]](#), and [Confidentiality Agreement \[YCC 1.3.16 \(C\)\]](#).
3. Short-term, occasional, and guest volunteers may receive an abbreviated orientation of the program or facility rules, policies and procedures.

**D. Registration and Identification**

Volunteers should register at reception and wear a volunteer or State ID tag, upon each entry into the office building or facility.

**E. Term of Service**

Term of service will be established in conjunction with the Department, the educational entity, and the volunteer. Length of service may vary according to respective needs.

**F. Termination**

An individual volunteer or volunteer program may be suspended or terminated at any time, with or without cause, by the division administrator or designee. The volunteer coordinator is responsible to inform affected volunteers of the reasons for termination.

**G. Definition of Tasks, Responsibilities, Function of Volunteer Programs**

1. Volunteer programs encourage increased personal contact for offenders, broadened access to community resources, and increased public awareness. Volunteers can assist in meeting the needs of the programs, staff and offenders by providing direct services, as well as serving as an interface between correctional programs and the public.
2. Volunteers must not perform duties that are normally performed by paid staff. All racial, ethnic, and social-cultural segments of the community are encouraged to participate in volunteer programs. Recruitment efforts for volunteers typically occur by making contact with potential candidates in the following areas:
  - a. the public or community at large
  - b. the media
  - c. civic organizations
  - d. local educational programs or facilities
  - e. public agencies
  - f. local businesses

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3. Students may volunteer without compensation as part of a recognized academic program in accordance with [DOC 1.3.17, Student Interns](#).

#### **H. Authority, Program Coordination, Supervision**

1. The YSD training coordinator will serve as the coordinator of the volunteer programs.
2. The coordinator will oversee the recruitment, screening, orientation, and actual supervision of all volunteer activities. It will be the responsibility of the coordinator to assign a staff sponsor appropriate to their work settings to directly supervise the volunteer.
3. The coordinator will contact the human resource bureau to arrange for necessary workers' compensation coverage and reporting.
4. The performance of all volunteers will be evaluated on an ongoing basis by the volunteer coordinator or designee. Evaluation forms patterned after those specified under Department policy may be used. The coordinator will inform the appropriate supervisor of any volunteer concerns or suggestions arising from performance appraisals.

#### **I. Volunteer Transportation**

1. Volunteers may travel in, but not drive, Department or assigned government vehicles.
2. Under no circumstance will youth be transported in the personal vehicles of volunteers.

#### **J. Recognition**

Programs utilizing volunteers are encouraged to provide special recognition for volunteer participants. Recognition can be achieved through recommendations for federal, state, or local awards or local letters of appreciation, institutional recognition events, etc.

Volunteers can contribute suggestions regarding the establishment of policy and procedure for the volunteer service program.

#### **V. CLOSING:**

Questions concerning this policy should be directed to the youth community corrections bureau chief.

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## VI. REFERENCES:

<a href="#"><u>25-15-112, MCA</u></a>	<a href="#"><u><i>Duties and Powers of Department Heads</i></u></a>
<a href="#"><u>53-1-201, MCA</u></a>	<a href="#"><u><i>Purpose of Department of Corrections</i></u></a>
<a href="#"><u>53-1-203, MCA</u></a>	<a href="#"><u><i>Powers and Duties of Department of Corrections</i></u></a>
<a href="#"><u>53-1-202, MCA</u></a>	<a href="#"><u><i>Adult and Youth Correctional Services</i></u></a>
<a href="#"><u>Title 2, Chapter 15, MCA</u></a>	<a href="#"><u><i>Executive Branch Officers and Agencies</i></u></a>
<a href="#"><u>DOC 1.1.3</u></a>	<a href="#"><u><i>Organization and Responsibility</i></u></a>
<a href="#"><u>DOC 1.3.4</u></a>	<a href="#"><u><i>Employee Selection Guidelines</i></u></a>
<a href="#"><u>DOC 3.1.5</u></a>	<a href="#"><u><i>Entrance Procedures and Detainment of Non-Offenders</i></u></a>

## VII. ATTACHMENTS:

[YCC 1.3.16 \(A\) Volunteer Application Form](#)  
[YCC 1.3.16 \(B\) Volunteer Service Agreement](#)  
[YCC 1.3.16 \(C\) Volunteer's Confidentiality Agreement](#)